

## Interactively Generate Letter from CSV File

This example shows how to interactively generate a rich-text letter from data saved in CSV file. This is how the letter looks like and what is the CSV data:

### Letter of Employment

Employee: **Mr. Leo Pawalowski**  
Date: **Wednesday, November 11, 2020**

This letter serves as a proof of employment for the above-mentioned employee.

Mr. Leo Pawalowski was hired on 20-Jul-99 as a full-time employee. The employment is current to the date stated in this letter.

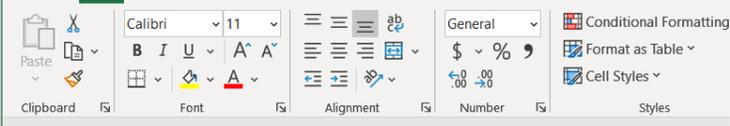
Mr. Leo Pawalowski is paid on a weekly basis. The gross monthly income is \$2190 estimated yearly gross income of \$26280.

Please contact me for any additional information that you may need.

Sincerely,

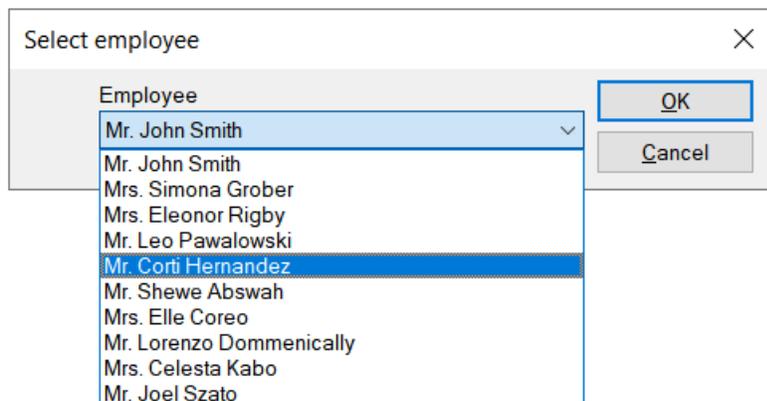
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Assistant Director, HR

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	A	B	C	D	E	F	G	H	I
1	Smith	John	Mr.	17-Jul-97	3315.25	biweekly	full-time employee		
2	Grober	Simona	Mrs.	3-Nov-19	3421.15	biweekly	contractor		
3	Rigby	Eleonor	Mrs.	1-Jul-03	3128.12	weekly	full-time employee		
4	Pawalowski	Leo	Mr.	20-Jul-99	2190	weekly	full-time employee		
5	Hernandez Corti		Mr.	1-Mar-17	2995	weekly	contractor		
6	Abswah	Shewe	Mr.	15-Jan-15	3015.5	biweekly	contractor		
7	Coreo	Elle	Mrs.	23-Jul-97	2190	biweekly	full-time employee		
8	Dommenico	Lorenzo	Mr.	1-Jul-03	3451	weekly	full-time employee		
9	Kabo	Celesta	Mrs.	25-Jul-97	1920	weekly	contractor		
10	Szato	Joel	Mr.	26-Jul-97	2100	biweekly	contractor		
11									
12									
13									
14									
15									

The macro works so that when Ctrl+Shift+Alt+L hot-key is pressed in Word (or other text editor) then a macro named "Generate letter" gets called. From within this macro a macro "Parse CSV file" is called. It reads all the data from CSV file into variables. Then a form like this is created and shown on the screen...



Select employee

Employee

- Mr. John Smith
- Mr. John Smith
- Mrs. Simona Grober
- Mrs. Eleonor Rigby
- Mr. Leo Pawalowski
- Mr. Corti Hernandez
- Mr. Shewe Abswah
- Mrs. Elle Coreo
- Mr. Lorenzo Dommenicolly
- Mrs. Celesta Kabo
- Mr. Joel Szato

OK

Cancel

... and when the employee is selected and OK button is clicked then the selected employee data (name, salary, hiring date, etc.) is saved to variables that are used in Text macro named "Letter Template" and this macro gets run. It makes the content like this is pasted to the editor:

# Letter of Employment

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Employee: **Mr. Corti Hernandez**  
Date: **Wednesday, November 11, 2020**

This letter serves as a proof of employment for the above-mentioned employee.

Mr. Corti Hernandez was hired on 1-Mar-17 as a contractor. The employment status is current to the date stated in this letter.

Mr. Corti Hernandez is paid on a weekly basis. The gross monthly income is \$2995 resulting an estimated yearly gross income of \$35940.

Please contact me for any additional information that you may need.

Sincerely,

**Cathy Rebera**  
Assistant Director, HR

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Of course, for different employee a different data is used in the letter, exactly as they are saved in the CSV file.

## How to run

1. Download the file, unzip it and open the "GenerateLetter.4tw" file in the Macro Toolworks (version 9.3.0 or newer) using "File/Open" menu command.
2. Open Microsoft Word (or other text editor).
3. Press "Shift+Ctrl+Alt+L" hot-key.